

**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

REVIEW REPORT
OF
GOVERNOR'S EXECUTIVE OFFICE
STATE OF INDIANA
January 10, 2005 to February 28, 2007



FILED
06/27/2007

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AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Governor	Honorable Mitchell E. Daniels, Jr.	01-10-05 to 01-11-09



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE GOVERNOR'S EXECUTIVE OFFICE

We have reviewed the receipts, disbursements, and assets of the Governor's Executive Office for the period of January 10, 2005 to February 28, 2007. The Governor's Executive Office's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Governor's Executive Office are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comments.

STATE BOARD OF ACCOUNTS

March 19, 2007

GOVERNOR'S EXECUTIVE OFFICE
REVIEW COMMENT
February 28, 2007

ATTENDANCE REPORTS

We observed that employee attendance reports were frequently not signed by employees' supervisors. Also, the attendance reports were signed and dated prior to the last day worked.

The attendance report should be reviewed, signed, and dated by the immediate supervisor of the employee, or by another designated individual who has knowledge of the employee's attendance. The review should be done prior to submission of payroll to the Auditor's Office. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 9)

Employee attendance reports should not be signed, dated or approved prior to the last day worked in a pay period. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 9)

GOVERNOR'S EXECUTIVE OFFICE
EXIT CONFERENCE

The contents of this report were discussed on June 12, 2007, with Betsy Burdick, Deputy Chief of Staff; and Pam Fritz, Director of Office Operations. The officials concurred with our finding.